





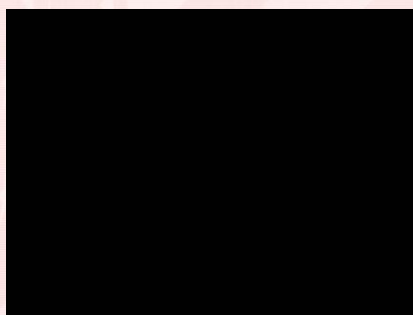


Mystique of Elections

1. What is the behind the scenes story of election administration – public perception vs. reality. What is the secret?



Mystique of Elections



Mystique of Elections

1. What is the behind the scenes story of election administration – public perception vs. reality.
2. No secrets or wizards – just all of us, doing the best we can with what we have.



Electoral System

1. State Board of Elections
2. Department of Elections
 - a) Commissioner of Elections
3. Local Electoral Board
4. Officers of Election
5. General Registrar



Electoral Board

- Robert Hodges, Chairman
- Randall Welch, Vice Chairman
- Rosemarie Hart, Secretary



Online Review

www.chesterfield.gov/electioninstructions

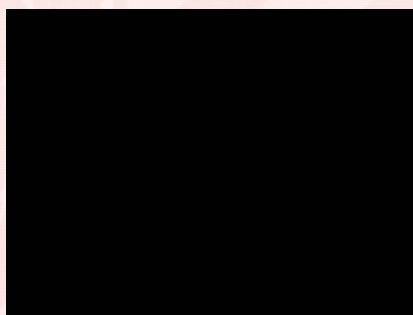


Voting in Chesterfield

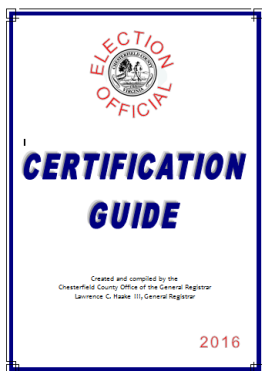
1. Officers of Election at work



Voting in Chesterfield



Certification Guide



Intro and Overview– Chapter 1

1. Your duty as Officer of Election
 - a) Ensure the integrity of the election.
 - b) Follow laws and proper procedures.
 - c) Be politically impartial, yet represent the interests of the political parties in a fair election.
 - d) **PREPARE YOURSELF!**
 - i. Sam until it's over!
 - e) **ONLY** follow instructions – do not be creative or logical.



What-if/Election Day Guide– Chapter 2

1. What-if
 - a) Questions and answers.
 - b) Voter moved rules.
2. Election Day Guide
 - a) Operational guidelines
 - b) **ONLY** follow instructions – do not be creative or logical.



OOE Job Duties Definitions-Chapter 3



OOE Assignments at the Polling Place

1. Chief/Deputy Chief Officer
2. Demonstration Officer
3. Pollbook Officer
4. Ballot Officer
5. Forms Officer
6. Voting Booth/AutoMark Officer
7. Ballot Counter Officer
8. Process Write-In Votes

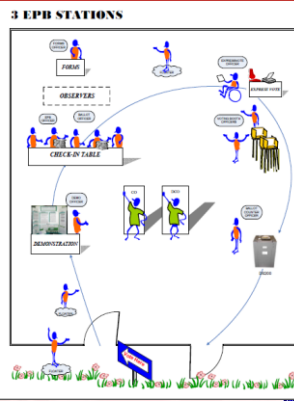


Polling Place Operations-Chapter 4

1. Equipment
2. Set-up / Close
3. Operations



Setting Up Polling Place



Opening Polls

Step-by-Step

Success guaranteed if step-by-step followed.

MEETINGS OF POLLING PLACE OPERATIONS
FOR CHIEF OFFICER
11/01/01 ELECTION
Election Support (Includes EPW) 711-6666; Equipment Support 751-8671

COMPLETE EVERY TASK, AND THEN CHECK IT OFF.
SIGN AT SIGNATURE LINE AND ATTACH TO THE OUTSIDE OF ENVELOPE 2.

PREPARING THE POLLS

5:00 A.M. – ARRIVAL TIME AND EQUIPMENT UNPACKING AND SET-UP

1. Set up electronic pollbooks (EPB) – Refer to Electronic Pollbook (EPB) Guide in Blue (EPB carrier).
- 100 in Ballot Box: [voteridnumbers.html](#); see vID508 for Precinct 508
2. Unlock cage; make sure wheels are locked.
3. Unhook front bin of DS200 and remove ballots, then reload front bin.
4. Carefully remove precinct sign, voting booth, DS200, and AutoMark from cage.
5. Set up DS200 ballot counter – Refer to DS200 Guide located on cage door and in OOB binder. All Officers sign ZERO tape.
6. Set up AutoMark – Refer to AutoMark Guide & Operations (on cage door)

ELECTION SUPPLIES/INSTRUCTIONS

7. Distribute materials to proper officers and stations (see Quick Reference Election Guide).
8. Keep AB Voter List (found in Blue EPB carrier) at forms table for inspection, if requested (not posted).

BALLOTS:

9. Confirm ballots match sample ballot on Demo Board
9. Confirm ballots received (6 packages x 300) equals total count. Record all Officer's reports.
10. Issue ballot packages to Ballot Officer(s) as needed. Ballot all issued ballots, packages, and spoiled and voided ballots on the Ballot Officer's Report.
11. Keep blank ballot packages locked in cage until needed by all Ballot.

Nevada.gov | 11/01/01

CHECKLIST OF POLLING PLACE OPERATIONS
FOR CHIEF OFFICERS
11/01/2013 ELECTION

Election Support (Every Task #71 6666; Equipment Support #75 7471)

COMPLETE EVERY TASK, AND THEN CHECK IT OFF.
SIGN AT SIGNATURE LINE AND ATTACH TO THE OUTSIDE OF ENVELOPE.

PREPARING THE POLLS

5:00 A.M. – ARRIVAL TIME AND EQUIPMENT UNPACKING AND SET-UP

- D1. Set up electronic pollbooks (EPB) – Refer to Election Operations (EPB) Guide in Blue (EPB carrier).
- D2. Set up electronic pollbook numbers – see [winSOFT for Precinct 5080](#).
- D3. Unlock cage; make sure keys are locked.
- D4. Set up front row of D2500 and remove ballots, then roll back from cage. Safely remove precinct signs, voting booths, D2500, and Automark from cage.
- D5. Set up D2500 ballot counter – Refer to D2500 Guide (located on cage door and in Ballot Office). All officers use ZERO tape.
- D6. Set up Automark – Refer to Automark Guide & Operations (on cage door).

ELECTION SUPPLIES/INSTRUCTIONS

- D7. Distribute materials to proper officers and stations (see [Quick Reference Election Guide](#)).
- D8. Keep AB Voter List (found in Blue EPB carrier) at forms table for officer packages.
- D9. **BallOTs?** **☐ Confirm ballots received in sample pack on Demo Board**
- D10. Confirm ballots received (6 packages x 300) equals total on Ballot Officer's report.
- D11. Issue ballot packages (to Ballot Officers) in the Ballot Office. All issued officer packages, spoiled and voided ballots on the Ballot Officer's Report.
- D12. Keep blank ballot packages locked in cage until needed at EPB table.

November 11/2013

[illegible]

Operate Polls

Step-by-Step

Success guaranteed if step-by-step followed.

COMPLETE EVERY TASK, AND THEN CHECK IT OFF.
SIGN AT SIGNATURE LINE AND ATTACH TO THE OUTSIDE OF ENVELOPE 2.

WHILE POLLS ARE OPEN

6:00 A.M. – OPENING THE POLLS
□ 1. Announce outside at 6:00 a.m., "THE POLLS ARE OPEN."
□ 2. **REPORT VOTER TURNS-INS (BUT)**
□ 2.1. Welcome Regs, if any check written authorization & pack in Envelope 2 (see page 6).
□ 3. **ERVV computer precincts** – locate & log into computer when it becomes available (see OOE binder).

10:00 A.M. – REPORT VOTER TURNS/OUTLINES
□ 4. 10:00 a.m. – **ERVV Computer** or 717-6666

2:00 P.M. – REPORT VOTER TURNS/OUTLINES
□ 5. 2:00 p.m. – **ERVV Computer** or 717-6666

4:00 P.M. – REPORT VOTER TURNS/OUTLINES
□ 6. 4:00 p.m. – **ERVV Computer** or 717-6666

6:45 P.M. – ANNOUNCEMENT
□ 7. Announce outside at 6:45 p.m., "THE POLLS WILL CLOSE IN 15 MINUTES"

I have overseen the completion of the above tasks.

X _____
CHIEF OFFICER, PRECINCT # _____
Date: _____ **Time:** _____

Attach this document to the outside of Envelope 2

Revised 10/15/2015.

CHECKLIST OF POLLING PLACE OPERATIONS
FOR CHIEF OFFICER
3/10/2015 SECURITY

Election Support (includes EPW) 737-6866; Election Clerk 751-4673

COMPLETE EVERY STEP, AND THEN CHECK IT OFF.
SIGN AT SIGNATURE LINE AND ATTACH TO THE OUTSIDE OF ENVELOPE 2.

WHILE POLLS ARE OPEN

6:00 A.M. – OPENING THE POLLS

- 1. Announce outside at 6:00 a.m., “THE POLLS ARE OPEN.”
- AUTHORIZED REPRESENTATIVES [REPS]
- 1. Welcome Reps, if any; check visitor authorization & pack in Envelope 2 (see page 6).
- 3. ERV/C computer printers – locate & log into computer when it becomes available (see COX buildin).

10:00 A.M. – REPORT VOTER TURNOUT/LINES

- 4. 10:00 a.m. – ERV/C Computer or 737-6866

2:00 P.M. – REPORT VOTER TURNOUT/LINES

- 5. 2:00 p.m. – ERV/C Computer or 737-6866

4:00 P.M. – REPORT VOTER TURNOUT/LINES

- 6. 4:00 p.m. – ERV/C Computer or 737-6866

6:45 P.M. – ANNOUNCEMENT

- 7. Announce outside at 6:45 p.m., “THE POLLS WILL CLOSE IN 15 MINUTES”

I have overseen the completion of the above tasks.

X

CHIEF OFFICER, PRECINCT # _____

Date: _____ Time: _____

Attach this document to the outside of Envelope 2

Revised by 1/29/2015

[illegible]

Close Polls

Step-by-Step

Success guaranteed if step-by-step followed.

CHECKLIST OF POLLING PLACE OPERATIONS
FOR CHIEF OFFICERS
11/09/2015 ELECTION
Election Support (Includes EPB) 717-6686; Equipment Support 751-4671

COMPLETE EVERY TASK, AND THEN CHECK IT OFF.
SIGN AT SIGNATURE LINE AND ATTACH TO THE OUTSIDE OF ENVELOPE 2.

CLOSING THE POLLS

7:00 P.M. – POLLS CLOSE

- ☐ 1. Announce outside promptly at 7:00 p.m. "THE POLLS ARE OFFICIALLY CLOSED."
- ☐ 2. Identify voters, if any, waiting in line (list names, if necessary, to prevent anyone from entering line after 7:00 p.m.). If experiencing long lines – report by calling 717-6686.

AUTHORIZED REPRESENTATIVES (RPS)

- ☐ 3. Welcome Raps (See Appropriate Procedures, page 6); check written authorization & back in Envelope 2.
- ☐ 4. Explain to Raps that they may not have the polling place until after the unofficial results have been reported to Registrar. Other non-campaign members may also observe the closing.

PRINT REGULAR TAPES

- ☐ 5. Before printing tapes be sure the uncounted ballot bin has been emptied.
- ☐ 6. Refer to DS200 Guide.

REPORT RESULTS – TEAR OFF TAPE IMMEDIATELY AFTER TAPERS PRINT
(do not wait until all tapes printed before reporting results)

- ☐ 7. Report on IRVW computer or call 717-6666.
- ☐ 8. Announce unofficial results inside & outside polls, if media, Raps, or others waiting. Raps inside polls may leave after announcement.

REGULAR TAPES DISTRIBUTION

- ☐ 9. Attach Zero/Tape #1 (if all Officers sign) to Copy #1 of the Statement of Results (if all Officers sign).

Revised by: 1/2/2015

**CHECKLIST OF POLLING PLACE OPERATIONS
FOR CHIEF OFFICER**

11/03/2018 ELECTION

Election Station (Includes FPEP 731-6666; Equipment Support 751-4673)

COMPLETE EVERY STEP, AND THEN CHECK IT OFF.

SIGN AT SIGNATURE LINE AND ATTACH IT TO THE OUTSIDE OF ENVELOPE 2.

CLOSING THE POLLS

7:00 P.M. - POLLS CLOSE

1. Announce outside polling station at 7:00 p.m. "THE POLLS ARE OFFICIALLY CLOSED."
2. Identify voters, if any, waiting in line (list names, if necessary, to prevent anyone from entering line after 7:00 p.m.) if experiencing long lines - report by calling 731-6666.

AUTHORIZED PERSONNEL

1. Whenever the State Bar Association Procedures, page 43, check written authorization & back in Envelope 2.

2. A. Envelopes to that have not been used to close the polling place and the official results have been reported to Registrar. Other non-campaign persons may also observe the closing.

RESULTS TAPES

1. Before printing tapes be sure the uncounted ballot bin has been emptied.
2. Refer to D330 Guide

REPORTED RESULTS - YEAR OF POLL IMMEDIATELY AFTER TAPES PRINTS (DO NOT wait until all tapes are out before reporting results)

1. Report on INIVC computer on call 731-6666.
2. Announce unofficial results inside & outside polls, if media, Reps. or others, waiting. Reps. inside polls may leave after announcing results.

RESULTS TAPES DISTRIBUTION

1. Attach Reps. & Reps. to 2 Officers sign to Copy 82 of the Statement of Results (if Officers sign).

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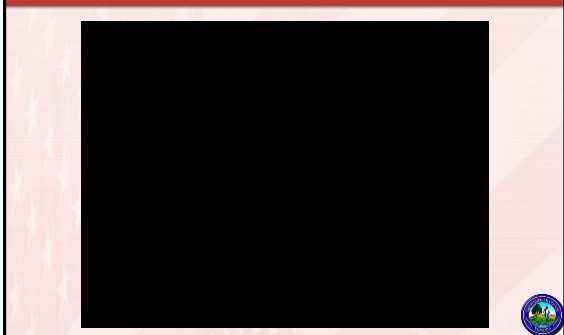
Equipment



Unpacking / Packing Equipment



Unpacking / Packing Equipment



Unpacking / Packing Equipment

1. Vote counter NOT set up on Monday, only on Election Day.
2. Ballots transported in locked ballot box – remove before unloading vote counter.
3. Check ballot box before reloading into cage to ensure all ballots removed.

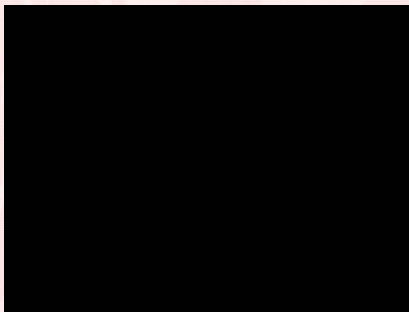


DS200 Vote Counter

1. Follow the step-by-step instructions
2. Do not experiment with the machine
3. Set-up...



DS200 Vote Counter



Closing the Polls & Packing Up

1. Leave no ballots in the ballot box
 - a) Check the Uncounted Ballot bin
2. Pack Cage Properly
 - a) Precinct ID card facing out

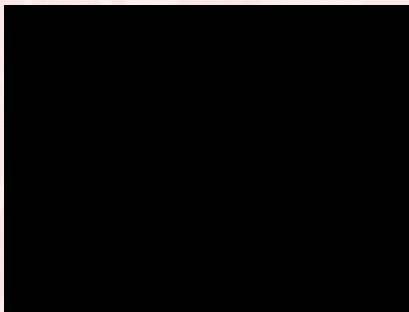


DS200 Vote Counter-Paper

1. Replacing the paper.
2. Set-up...



DS200 - Paper



Opening Polls

Step-by-Step

Success guaranteed if step-by-step followed.

**CHECKLIST OF POLLING PLACE OPERATIONS
FOR CHIEF OFFICER
11/01/01 ELECTION**

Election Support (Includes EPW) 717-6666; Equipment Support 751-8671

**COMPLETE EVERY TASK, AND THEN CHECK IT OFF.
SIGN AT SIGNATURE LINE AND ATTACH TO THE OUTSIDE OF ENVELOPE 2.**

PREPARING THE POLLS

5:00 A.M. – ARRIVAL TIME AND EQUIPMENT UNPACKING AND SET-UP

1. Set up electronic pollbooks (EPB) – Refer to Electronic Pollbook (EPB) Guide in Blue (EPB carrier).
- 100 in Ballot Box: [voteridnumbers.html](#); see vnr0508 for Precinct 508
2. Unlock cage; make sure wheels are locked.
3. Unhook front bin of DS200 and remove ballots; then reload front bin.
4. Carefully remove precinct sign, voting booth, DS200, and AutoMark from cage.
5. Set up DS200 ballot counter – Refer to DS200 Guide located on cage door and in OOB Binder; All Officers sign ZERO tape.
6. Set up AutoMark – Refer to AutoMark Guide & Operations (on cage door)

ELECTION SUPPLIES/INSTRUCTIONS

7. Distribute materials to proper officers and stations (see Quick Reference Election Guide).
8. Keep AB Voter List (found in Blue EPB carrier) at forms table for inspection, if requested (not posted).

BALLOTS – □ Confirm ballots match sample ballot on Demo Board

9. Confirm ballots received (6 packages x 300) equals total count. Record all Officer's Report.
10. Issue ballot packages to Ballot Officer(s) as needed. Bailoff all issued ballot packages, and spoiled and voided ballots on the **Bailout Officer's Report**.
11. Keep blank ballot packages locked in cage until needed by AB table.

Nevada.gov | 11/01/01

CHECKLIST OF POLLING PLACE OPERATIONS
FOR CHIEF OFFICERS
11/01/2013 ELECTION
Complete Every Task, #731 6446; Equipment Support #35 4871

COMPLETE EVERY TASK, AND THEN CHECK IT OFF.
SIGN AT SIGNATURE LINE AND ATTACH TO THE OUTSIDE OF ENVELOPE

PREPARING THE POLLS

5:00 A.M. – ARRIVAL TIME AND EQUIPMENT UNPACKING AND SET-UP

- D1.** Set up Electronic Pollbooks (EPB) – Refer to Electronic Pollbook (EPB) Guide in Blue EPB carrier).
- D2.** Set up the Election Administration™ (eas: use/050 for Precinct 500)
- D3.** Unlock cage; front side doors are **locked**.
- D4.** Carry remove precinct sign, voting booth, 02500, and AutoMark from cage.
- D5.** Set up 02500 ballot counter – Refer to 02500 Guide (located on cage door and in 02500 bag). All Officers sign ZERO tape.
- D6.** Set up AutoMark – Refer to AutoMark Guide & Operations (on cage door).

ELECTION SUPER/INSTRUCTIONS

- D7.** Distribute materials to proper officers and stations (see Quick Reference Election Guide).
- D8.** Keep All Voter List (found in Blue EPB carrier) at forms table for all day.

BALLOTS **☐** Confirm ballots match sample ballot on Demo Board

- D9.** Confirm ballots received (6 packages x 300) equals total on Ballot Officer's report.
- D10.** Issue ballot packages (to Ballot Officers) as needed. Record all issued ballot packages, spoiled and voided ballots on the Ballot Officer's report.
- D11.** Keep blank ballot packages locked in cage until needed by EPB table.

November 11/2013

[illegible]

Operate Polls

**CHIEF OFFICER OF POLLING PLACE OPERATIONS
FOR CHIEF OFFICER:
11/09/2002 ELECTION
*Election Support (Includes EPB) 717-6866; Equipment Support 751-4671***

**COMPLETE EVERY TASK, AND THEN CHECK IT OFF.
SIGN AT SIGNATURE LINE AND ATTACH TO THE OUTSIDE OF ENVELOPE 2.**

WHILE POLLS ARE OPEN

Step-by-Step

Success guaranteed if step-by-step followed.

6:00 A.M. - OPENING THE POLLS
☐ 1. Announce outside at 6:00 a.m., "THE POLLS ARE OPEN."
AUDIENCE REPRESENTATIVES BEGIN
☐ 2. Welcome Regs., if any check written authorization & pack in Envelope 2 (see page 6).
☐ 3. ERV Computer precincts – locate & log into computer when it becomes available (see OOE binder).

10:00 A.M. – REPORT VOTER TURNOUT/LINES
☐ 4. 10:00 a.m. – ERV Computer or 717-6866

2:00 P.M. – REPORT VOTER TURNOUT/LINES
☐ 5. 2:00 p.m. – ERV Computer or 717-6866

4:00 P.M. – REPORT VOTER TURNOUT/LINES
☐ 6. 4:00 p.m. – ERV Computer or 717-6866

6:45 P.M. – ANNOUNCEMENT
☐ 7. Announce outside at 6:45 p.m., "THE POLLS WILL CLOSE IN 15 MINUTES"

I have overseen the completion of the above tasks.

X _____
CHIEF OFFICER, PRECINCT # _____
Date: _____ **Time:** _____

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Revised by 11/03/02.

**CHECKLIST OF POLLING PLACE OPERATIONS
FOR CHIEF OFFICER**

07/20/2015 Selection
 Election Support (includes EPWV #71-6866; Election Computer Support 751-4671)

COMPLETE EVERY STEP, AND THEN CHECK IT OFF.
SIGN AT SIGNATURE LINE AND ATTACH TO THE OUTSIDE OF ENVELOPE 2.

WHILE POLLS ARE OPEN

6:00 A.M. – OPENING THE POLLS

- 3. Announce initiation at 6:00 a.m., “THE POLLS ARE OPEN.”

AUTHORIZED REPRESENTATIVES (REPS)

- 3. Welcome Reps, if any, check visitor authorization & pack in Envelope 2 (see page 6).
- 3. ERVU computer pretests – locate & log into computer when it becomes available (see COX below).

10:00 A.M. – REPORT VOTER TURNOUT/LINES

- 3. 10:00 a.m. – ERVU Computer or 71-6866

2:00 P.M. – REPORT VOTER TURNOUT/LINES

- 3. 2:00 p.m. – ERVU Computer or 71-6866

4:00 P.M. – REPORT VOTER TURNOUT/LINES

- 3. 4:00 p.m. – ERVU Computer or 71-6866

6:45 P.M. – ANNOUNCEMENT

- 3. Announce closure at 6:45 p.m., “THE POLLS WILL CLOSE IN 15 MINUTES”

I have overseen the completion of the above tasks.

X

CHIEF OFFICER, PRECINCT # _____

Date: _____ Time: _____

Attach this document to the outside of Envelope 2

Revised by: 1/29/2015

[illegible]

Close Polls

Step-by-Step

Success guaranteed if step-by-step followed.

7:00 P.M. – POLLS CLOSE

- ☐ 2. Announce outside promptly at 7:00 p.m. "THE POLLS ARE OFFICIALLY CLOSED."
- ☐ 3. Identify voters, if waiting, in line (list names, if necessary, to prevent anyone from entering line after 7:00 p.m.) if experiencing long lines – report by calling 717-6666.
- ☐ 4. AUTHORIZED REGISTRAR/TAPERS (RPS)
- ☐ 5. Welcome Reqs (See Appropriate Procedures, page 6); check written authorization & back in envelope 2.
- ☐ 6. Explain to Reqs that they may not leave the polling place until the unofficial results have been reported to Registrar. Other non-campaign members may also observe the closing.

PRINT RESULTS TAPES

- ☐ 3. Before printing tapes be sure the uncounted ballot bin has been emptied.
- ☐ 6. Refer to DS200 Guide.

REPORT RESULTS – TEAR OFF TAPES IMMEDIATELY AFTER TAPERS PRINTS

(Do not wait until all tapes appear before reporting results.)

- ☐ 7. Report on ENVP computer or call 717-6666.
- ☐ 8. Announce unofficial results inside & outside polls, if media, Reqs, or others waiting. Reqs inside polls may leave after announcement.

RESULTS TAPES DISTRIBUTION

- ☐ 3. Attach Zero/Tape #1 (if all Officers sign) to Copy #1 of the Statement of Results (if all Officers sign).

CHECKLIST OF POLLING PLACE OPERATIONS FOR CHIEF OFFICER
11/09/2015 ELECTION
Equipment Support 751-4671

COMPLETE EVERY TASK, AND THEN CHECK IT OFF.
SIGN AT SIGNATURE LINE AND ATTACH TO THE OUTSIDE OF ENVELOPE 2.

CLOSING THE POLLS

7:00 P.M. – POLLS CLOSE

- ☐ 2. Announce outside promptly at 7:00 p.m. "THE POLLS ARE OFFICIALLY CLOSED."
- ☐ 3. Identify voters, if waiting, in line (list names, if necessary, to prevent anyone from entering line after 7:00 p.m.) if experiencing long lines – report by calling 717-6666.
- ☐ 4. AUTHORIZED REGISTRAR/TAPERS (RPS)
- ☐ 5. Welcome Reqs (See Appropriate Procedures, page 6); check written authorization & back in envelope 2.
- ☐ 6. Explain to Reqs that they may not leave the polling place until the unofficial results have been reported to Registrar. Other non-campaign members may also observe the closing.

PRINT RESULTS TAPES

- ☐ 3. Before printing tapes be sure the uncounted ballot bin has been emptied.
- ☐ 6. Refer to DS200 Guide.

REPORT RESULTS – TEAR OFF TAPES IMMEDIATELY AFTER TAPERS PRINTS

(Do not wait until all tapes appear before reporting results.)

- ☐ 7. Report on ENVP computer or call 717-6666.
- ☐ 8. Announce unofficial results inside & outside polls, if media, Reqs, or others waiting. Reqs inside polls may leave after announcement.

RESULTS TAPES DISTRIBUTION

- ☐ 3. Attach Zero/Tape #1 (if all Officers sign) to Copy #1 of the Statement of Results (if all Officers sign).

Revised by: SLO/DEP

**CHECKLIST OF POLLING PLACE OPERATIONS
FOR CHIEF OPERATOR**
11/01/2015 ELECTION

Election Station (Complete FPM 711 6466; Equipment Station 751-6473)

COMPLETE EVERY TASK AND THEN CHECK IT OFF.

SIGN AT SIGNATURE LINE AND ATTACH TO THE OUTSIDE OF ENVELOPE 2.

CLOSING THE POLLS

7:00 P.M. - POLLS CLOSE

1. Announce outside polling at 7:00 p.m. "THE POLLS ARE OFFICIALLY CLOSED."
2. Identify voters, if any, waiting in line (list names, if necessary, to prevent anyone from claiming to be a voter who is not).
3. Close the polls at 7:00 p.m. (if experiencing long lines – report by calling 711 6466).

AUTHORIZED PERSONNEL (7:00 P.M.)

- 1. Whenever there are late arriving procedures, page 4; check written authorization & back in Envelope 2.
- 2. Explain to that they may leave the polling place until the next official results have been received to Register. Other non-campaign personnel may also observe the closing.

BEFORE RESULTS TABLE

1. Before printing tabs be sure the uncounted ballot bin has been emptied.
2. Refer to D5320 Guide

RESULTS TABLES – TEAR OFF TABS IMMEDIATELY AFTER TABLING PRINTS
(DO NOT WAIT UNTIL TABS ARE OFF BEFORE REPORTING RESULTS!)

1. Report on INIVU computer or call 711 6466.
2. Announce unofficial results inside and outside polls, if media, Regs., or non-campaign, Regs. inside polls may leave after announcement.

RESULTS TABS DISTRIBUTION

1. Attach Regs. to INIVU (if Officers sign) to Copy #1 of the Statement of Results (if all Officers sign).

[illegible]

Setting Up & Opening the Polls

1. More details are given to the Chief and Deputy Chief
 - Help them remember what you know and look to them for more details

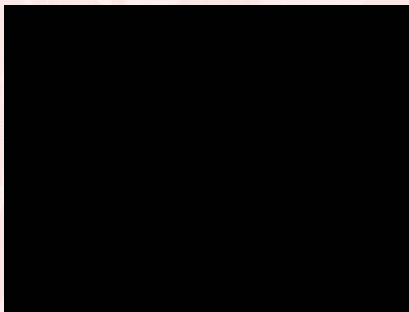


ExpressVote Setup and Close

1. Ballot marking device for disabled voters.
2. Allows marking of a ballot in secret.
3. Only marks the ballot - Does NOT store votes
4. More later on interaction with disabled voters.



ExpressVote



ExpressVote

1. Set up the ExpressVote so that a voter will have sufficient privacy
 - Proper positioning of screen
2. May not help the marginally disabled
 - Partial blindness
 - Hearing aids – no headphones
3. Can help with dexterity issues
 - Arthritis or other problems which preclude filling in the oval on the ballot



Electronic Pollbook – Chapter 5

1. Voters have to show photo ID, and then have their name and correct address found on the pollbook.
2. Voters must verbally state (or write down if unable to speak) their full name and address, loud enough for observers to hear.
3. They are checked-in on the pollbook which prevents any from voting twice.



Switch (hub) plugged on Battery Side



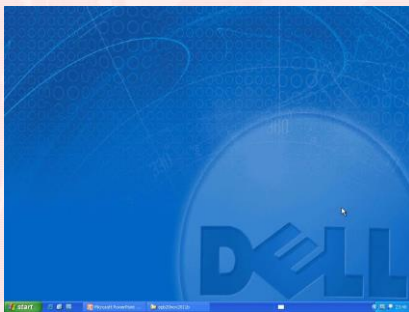
Some
cables may
be gray
instead of
blue.



Full EPB Setup



Electronic Pollbook Chapter 11



Voter Photo ID- Chap 6

Voters have to present a valid photo-id.
ADDRESS IS NOT REQUIRED ON THE ID.
Voters state (write down) name and address.

ATTENTION ALL VOTERS

You must show Photo ID to vote. (Va. Code § 24-2-640(B))

Please have your ID ready so you can vote without delay.

→ Acceptable Photo ID can be any ONE of the following:

- Your valid Virginia driver's license
- Your valid United States passport
- Your Voter Photo Identification Card issued by the Department of Elections
- Any other Photo ID issued to you by a government agency of:
 - the United States
 - the Commonwealth of Virginia
 - one of the Commonwealth's political subdivisions (includes counties, cities and towns)
- Your valid student photo identification card from a school in Virginia or an institution of higher education located in the Commonwealth
- Any valid employee ID card containing your photo and issued by your employer in the ordinary course of the employer's business

You must state your **FULL** Legal Name and give your **CURRENT** Residence Address upon request.

ISS-445A REV 03/16

Assisting Blind/Impaired-Chapter 7

1. Certification Guide – Chapter 7



Provisional Ballots – Chapter 8

1. PROVISIONAL BALLOTS

- a) Packets – BALLOT ONLY IN ENVELOPE
- b) 1A = normal AND ID-Only
- c) Document on the Provisional Ballot Report both the regular and the ID-ONLY provisional ballots issued
- d) 1B = extended poll hours – 50 in cage



Provisional Ballots – Chapter 8

1. PROVISIONAL BALLOTS

- e) Voter marked as already voting, votes provisional ballot.
- f) Last 4 SSN all that is required.
- g) Be sure BOTH report documents AND the envelope are completed
- h) Notify Registrar's Office - ERVV or phone.

Minimize Use of Provisional Ballots!



Provisional Ballots – Chapter 8

PROVISIONAL VOTE
(PLACE VOTED BALLOT IN THIS ENVELOPE)
PRINT VOTER INFORMATION BELOW. ALL INFORMATION MUST BE GIVEN.

NUMBER NAME OF PRECINCT _____

FIRST NAME _____ FULL, MIDDLE, OR MIDDLE, OR ANY PRIOR LEGAL NAME _____ LAST NAME _____ SUFFIX, IF ANY _____ ☐ None

COMPLETE RESIDENCE ADDRESS (INCLUDING ZIP CODE) _____ (DATE MOVED HERE) _____

IF ONE: RESIDENCE POST OFFICE BOX OR UNIFORMED SERVICES ADDRESS (INCLUDING ZIP CODE) _____

☐ Male ☐ Female GENDER BIRTHDATE _____ AREA CODE _____ DAYTIME TELEPHONE NUMBER, IF ONE _____

SOCIAL SECURITY NUMBER _____

Privacy Act Notice: This form requires your Social Security number for identification and to prevent fraud. Your application will be denied if you fail to provide your Social Security number or any other information necessary to determine your qualification to vote. Federal law (The Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2, Title 24-2 of the Code of Virginia, and the Virginia Government Data Collection and Dissemination Support Act) authorize collecting this information and restrict its use to official purposes only.

WGL 493D, REV 7/2012

Provisional Ballots – Chapter 8

PROVISIONAL VOTE
(PLACE VOTED BALLOT IN THIS ENVELOPE)
PRINT VOTER INFORMATION BELOW. ALL INFORMATION MUST BE GIVEN.

NUMBER NAME OF PRECINCT _____

FIRST NAME _____ FULL, MIDDLE, OR MIDDLE, OR ANY PRIOR LEGAL NAME _____ LAST NAME _____ SUFFIX, IF ANY _____ ☐ None

COMPLETE RESIDENCE ADDRESS (INCLUDING ZIP CODE) _____ (DATE MOVED HERE) _____

IF ONE: RESIDENCE POST OFFICE BOX OR UNIFORMED SERVICES ADDRESS (INCLUDING ZIP CODE) _____

☐ Male ☐ Female GENDER BIRTHDATE _____ AREA CODE _____ DAYTIME TELEPHONE NUMBER, IF ONE _____

SOCIAL SECURITY NUMBER _____

Privacy Act Notice: This form requires your Social Security number for identification and to prevent fraud. Your application will be denied if you fail to provide your Social Security number or any other information necessary to determine your qualification to vote. Federal law (The Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2, Title 24-2 of the Code of Virginia, and the Virginia Government Data Collection and Dissemination Support Act) authorize collecting this information and restrict its use to official purposes only.

WGL 493D, REV 7/2012

Provisional Ballots – Chapter 8

PROVISIONAL VOTE—ID ONLY
(PLACE VOTED BALLOT IN THIS ENVELOPE)
PRINT VOTER INFORMATION BELOW. ALL INFORMATION MUST BE GIVEN.

NUMBER NAME OF PRECINCT _____

FIRST NAME _____ FULL, MIDDLE, OR MIDDLE, OR ANY PRIOR LEGAL NAME _____ LAST NAME _____ SUFFIX, IF ANY _____ ☐ None

COMPLETE RESIDENCE ADDRESS (INCLUDING ZIP CODE) _____ (DATE MOVED HERE) _____

IF ONE: RESIDENCE POST OFFICE BOX OR UNIFORMED SERVICES ADDRESS (INCLUDING ZIP CODE) _____

☐ Male ☐ Female GENDER BIRTHDATE _____ AREA CODE _____ DAYTIME TELEPHONE NUMBER, IF ONE _____

SOCIAL SECURITY NUMBER _____

Privacy Act Notice: This form requires your Social Security number for identification and to prevent fraud. Your application will be denied if you fail to provide your Social Security number or any other information necessary to determine your qualification to vote. Federal law (The Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2, Title 24-2 of the Code of Virginia, and the Virginia Government Data Collection and Dissemination Support Act) authorize collecting this information and restrict its use to official purposes only.

WGL 493D, REV 7/2012

Provisional Ballots – Chapter 8

OFFICE OF ELECTION Use this envelope only when a voter whose name is on the pollbook does not have the required identification. For voters who registered by mail without providing identification, it is their first time voting in a federal election they must present an identification document containing either their photograph or both their name and address (Social Security cards do not fulfill this requirement). If any voter other than identification applies to this voter, a regular provisional ballot envelope must be used. Have voter complete the top portion. Read the statement below to the voter and have the voter verify the information and sign. You also must sign. Voter must vote a paper ballot and seal the voted ballot in this envelope. Enter voter's information in **Page 1** of the Provisional Ballot Log. Do NOT mark pollbook. Electoral Board will determine voter qualification. If voter returns with proper identification, check the box in bottom (sign, date, and attach a copy of the document).

STATEMENT OF VOTER - I hereby state, subject to felony penalties, that I am qualified and registered to vote in this precinct, to the best of my knowledge, I am not disqualified from voting by the Constitution and laws of this Commonwealth, and my registration is not subject to cancellation. The information given on the reverse side of this document is true and correct, and I have not voted and will not vote in this election at any other time or place.

WARNING: INTENTIONALLY MAKING A MATERIALLY FALSE STATEMENT ON THIS FORM CONSTITUTES THE CRIME OF ELECTION FRAUD, WHICH IS PUNISHABLE UNDER VIRGINIA LAW AS A FELONY. VIOLATORS MAY BE SENTENCED TO UP TO 10 YEARS IN PRISON, OR UP TO 12 MONTHS IN JAIL, AND/OR FINED UP TO \$2,500.

SIGNATURE OF OFFICER OF ELECTION _____ SIGNATURE OF VOTER _____

DATE _____

☐ Voter later provided a copy of identification (attach copy)

SIGNATURE OF ELECTIONS OFFICIAL _____

DATE _____

DBE 4830 REV 7/2012



Provisional Ballots – Chapter 8

POLLWORKER ERROR REGARDING PROVISIONAL BALLOTS IN OHIO

Turning to the other category of provisional ballots, the ones with mistakes on the provisional ballot envelopes, the court observed: "Any provisional ballots cast containing these sorts of technical deficiencies necessarily involves poll-worker error because it is the poll worker's duty to ensure that provisional ballots are cast with a validly completed ballot envelope and affirmation."



ENVELOPE #1A

AFTER THE POLLS CLOSE AND BEFORE SEALING THIS ENVELOPE

TWO OFFICERS OF ELECTION

- 1. **GREEN ENVELOPE** (used for PROVISIONAL/DEFERENTIAL BALLOTS) (See DBE 4830, 4831, 4832, 4833)
- 2. **WHITE ENVELOPE** (used for REGULAR BALLOTS) (See DBE 4830, 4831, 4832, 4833)
- 3. **EXEMPT BALLOT** (used for BALLOTS CAST DURING NORMAL VOTING HOURS)
- 4. **EXEMPT BALLOT** (used for BALLOTS CAST DURING NORMAL VOTING HOURS)
- 5. **EXEMPT BALLOT** (used for BALLOTS CAST DURING NORMAL VOTING HOURS)
- 6. **EXEMPT BALLOT** (used for BALLOTS CAST DURING NORMAL VOTING HOURS)
- 7. **EXEMPT BALLOT** (used for BALLOTS CAST DURING NORMAL VOTING HOURS)
- 8. **EXEMPT BALLOT** (used for BALLOTS CAST DURING NORMAL VOTING HOURS)
- 9. **EXEMPT BALLOT** (used for BALLOTS CAST DURING NORMAL VOTING HOURS)
- 10. **EXEMPT BALLOT** (used for BALLOTS CAST DURING NORMAL VOTING HOURS)

CERTIFICATION OF OFFICERS

1. **GREEN ENVELOPE** (used for PROVISIONAL/DEFERENTIAL BALLOTS) (See DBE 4830, 4831, 4832, 4833)

SIGNATURE OF OFFICER OF ELECTION _____

SIGNATURE OF OFFICER OF ELECTION _____

ELECTORAL BOARD MEMBERS ON THE DAY AFTER THE ELECTION

- 1. **GREEN ENVELOPE** (used for PROVISIONAL/DEFERENTIAL BALLOTS) (See DBE 4830, 4831, 4832, 4833)
- 2. **WHITE ENVELOPE** (used for REGULAR BALLOTS) (See DBE 4830, 4831, 4832, 4833)
- 3. **EXEMPT BALLOT** (used for BALLOTS CAST DURING NORMAL VOTING HOURS)
- 4. **EXEMPT BALLOT** (used for BALLOTS CAST DURING NORMAL VOTING HOURS)
- 5. **EXEMPT BALLOT** (used for BALLOTS CAST DURING NORMAL VOTING HOURS)
- 6. **EXEMPT BALLOT** (used for BALLOTS CAST DURING NORMAL VOTING HOURS)
- 7. **EXEMPT BALLOT** (used for BALLOTS CAST DURING NORMAL VOTING HOURS)
- 8. **EXEMPT BALLOT** (used for BALLOTS CAST DURING NORMAL VOTING HOURS)
- 9. **EXEMPT BALLOT** (used for BALLOTS CAST DURING NORMAL VOTING HOURS)
- 10. **EXEMPT BALLOT** (used for BALLOTS CAST DURING NORMAL VOTING HOURS)

CERTIFICATION OF ELECTORAL BOARD

1. **GREEN ENVELOPE** (used for PROVISIONAL/DEFERENTIAL BALLOTS) (See DBE 4830, 4831, 4832, 4833)

1A 1-2012



Close Polls/Report Results Chapter 9



Close Polls

Step-by-Step

Success guaranteed
if step-by-step
followed.

CHECKLIST OF POLLING-PLACE OPERATIONS
FOR CHIEF OFFICER
11/03/2015 ELECTION
Election Support (includes EPB) 717-6666, Equipment Support 751-4671

COMPLETE EVERY TASK, AND THEN CHECK IT OFF.
SIGN AT SIGNATURE LINE AND ATTACH TO THE OUTSIDE OF ENVELOPE 2.

CLOSING THE POLLS

7:00 P.M. - POLLS CLOSE

- ☐ 1. Announce outside promptly at 7:00 p.m. "THE POLLS ARE OFFICIALLY CLOSED."
- ☐ 2. Identify voters, if any, waiting in line (list names, if necessary, to prevent anyone from entering line after 7:00 p.m.) if experiencing long lines - report by calling 717-6666.
- ☐ 3. Welcome Reps (see Appropriate Procedures, page 6); check written authorization & pack in Envelope 2.
- ☐ 4. Explain to Reps that they may not leave the polling place until the unofficial results have been reported to Registrar. Other non-campaign persons may also observe the closing.

PRINT RESULTS TAPES

- ☐ 5. Before printing tapes be sure the uncounted ballot bin has been emptied.
- ☐ 6. Refer to DS200 Guide.
- ☐ 7. Report on ERIVV computer or call 717-6666.
- ☐ 8. Announce unofficial results inside & outside polls, if media, Reps, or others waiting. Reps inside polls may leave after announcement.

RESULTS TAPES CONTRIBUTION

- ☐ 9. Attach Zero/Tape #1 (if all Officers sign) to Copy #1 of the Statement of Results (if all Officers sign).

Revised by 11/03/15


Close Polls/Report Results Chapter 9



1. BE SURE RESULTS ARE REPORTED IMMEDIATELY AFTER THE TAPE PRINTS.

EMERGENCY SITUATIONS-Chapter 10

1. Operational emergency
 - a) Registrar's Office
2. Police or fire emergency
 - a) 911
 - b) Registrar's Office



-
-
-
-
-
-

SAMPLE FORMS - Chapter 11

[illegible][illegible]

SUMMARY

1. Do your best to prepare to do your best.
2. STUDY THE MATERIALS – REVIEW THE VIDEOS ON LINE.
 - a) www.chesterfield.gov/electioninstructions
3. Understand the importance of your job being done consistent with law and procedures.
4. Be willing to ask when you don't know and suggest when others need it.



There is no wizard in elections.



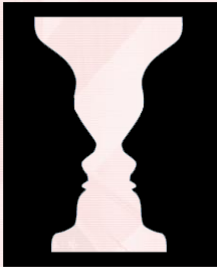
Only us, behind the curtain...



...doing our best.



Perception



Perception

- Election Results

Perception

- Election Results
- Lies – Lets Recount



Perception – What to do?

1. Avoid conflicting instructions
2. Have the answers
3. Do NOT seem partisan
4. Follow procedures and explain what you are doing and why
 - It's the law!
5. (Over) Respect the voter
 - Minimal chit-chat
6. Document and keep us advised




Remember

1. Remember this is an important professional function you are delivering
2. Remember you are part of a very large team that is all over Chesterfield County
3. Remember the eyes of the world are upon US!



"Don'ts"

1. Don't assume the voter is familiar with the process
 - Be ready to help
2. Don't give the public an opportunity to criticize*
 - Imagine your job through their eyes
3. Don't guess
4. Don't violate the election law, even when you think you should*

Thank You!

- For being here
- For ALL that you WILL do for the electoral system in Chesterfield County and the Commonwealth of Virginia

The Electoral Board members and I recognize your dedication and we do appreciate you!